

**SHEILA  
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Hello, everyone. This is Sheila Douglas with the ePlanning team. Now, today we're going through the step by step process of how to add NEPA projects to Back Office. Back Office is a useful tool for ePlanning users. It allows us to create as well as maintain project sites in a centralized, standardized repository that is both visible and accessible by the general public.

To add a project to the NEPA Register, you will need to log into Back Office. First off, please click on the BLM National NEBA Register link on the left side Site Navigation links. Then click the green underline Add NEPA to the immediate right of the words BLM Natural NEPA Register.

The screen will transition to the Add NEPA website. Select your project from the Repository Project dropdown. Choose whether your project will be displayed as a project website or a summary web page from the display site as dropdown. For this exercise, we will first select Summary Web Page, which is typical for CXs.

Then, click the Add at the bottom right-hand corner of the screen. The system will process the request. A dialog box will display "The NEPA project site has been successfully created." Click the blue OK. You will now see your Project Summary page.

Now, if you prefer your project to be displayed as a project website, the following steps will need to be followed. Using the bread crumbs, click back to the BLM National NEPA Register page and locate your project via text search. Once found, please click the small box next to your NEPA number and click the orange Edit button above.

The only option at this point will be to change the site type. Select Project Website from the display site as dropdown. Then click Save at the bottom right-hand corner. The system will process the request, and you will now click OK. The screen will refresh to your project website. You have added your project from D2 to Back Office.

For steps beyond adding your NEPA projects to Back Office, please visit our KRC site to manage and publishing summary sites or managing and publishing web sites. Thank you for watching. And please remember, if you have any additional questions, please submit a remedy ticket or visit our KRC and SharePoint site for additional supporting documentation.